



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
ALBANY, GEORGIA 31704-5000

BO 4400.27F  
560  
21 Aug 91

BASE ORDER 4400.27F

From: Commanding General  
To: Distribution List

Subj: REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (M-L-S-R)  
GOVERNMENT PROPERTY (REPORT SYMBOL MC-4340-1)

Ref: (a) MCO P4400.150  
(b) SECNAVINST 5500.4E  
(c) BO P4400.10H  
(d) BO P7321.6C  
(e) MCO 8300.1C  
(f) MCO 4340.1

Encl: (1) Missing, Lost, Stolen, or Recovered (M-L-S-R) Formats  
and Preparation Guide

1. Purpose. To promulgate the procedures and amplifying instructions for reporting M-L-S-R government property to the Commandant of the Marine Corps.

2. Cancellation. BO 4400.27E

3. Summary of Revision. The major changes are as follows:

a. Reports must not be submitted directly to federal or local law enforcement agencies. The entry of such information must be made via a NIS based criminal investigation.

b. Under the M-L-S-R program, narcotics, cryptographic and classified material are not reportable. Losses should be reported per established Orders.

4. Information

a. Reference (a) outlines the basic requirements and procedures for investigating and reporting M-L-S-R government property to higher authority.

b. Reference (b) provides the amplifying guidance for reporting M-L-S-R property. M-L-S-R reports shall not be made directly to federal or local law enforcement agencies. The entry of M-L-S-R property into the National Crime Information Center (NCIC), operated by the FBI, must be made via NIS based on a criminal investigation. Reporting formats for M-L-S-R property are detailed in enclosure (1).



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BO 4400.27F  
560  
5 Sep 91

BASE ORDER 4400.27F Ch 1

From: Commanding General  
To: Distribution List

Subj: REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (M-L-S-R)  
GOVERNMENT PROPERTY (REPORT SYMBOL MC-4340-1)

1. Purpose. To direct pen change to the basic Order.
2. Action. On page 5, of the enclosure, paragraph 4a(3), change the number "14" to read "15".

  
A. J. FINGER  
Chief of Staff

DISTRIBUTION: E



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an investigation. In the event, a M-L-S-R message is required as per reference (b), the report will be prepared and forwarded to the Director, Facilities and Services Division for release.

(c) If during the course of or upon conclusion of a Base-wide search the property in question is recovered, the property will be returned to the accountable Unit Property Officer/Responsible Officer. No further action or report is required by either Plant or Base Property Officers.

(4) If an investigation is required and subsequently initiated, the completed investigative report will be submitted to the Commanding General for approval.

(5) Once approved, the original investigative report will be forwarded to the Base Property Officer/Plant Property Officer for adjustment of accountable records as per the approval of the Commanding General.

b. When items are discovered M-L-S-R that meet the criteria as stated in paragraph 4, but because of their unique accounting requirements are not accounted for by either the Base or Plant Property Officers, the following responsibilities are delineated:

(1) Director, Materiel Division. Determine the necessity for releasing a M-L-S-R property report for stocks suspected of being M-L-S-R, and for property on charge from the Materiel Division.

(2) Director, Repair Division. Determine the necessity for releasing a M-L-S-R property report for item(s) suspected of being M-L-S-R from the Depot Maintenance Activity (DMA).

(3) Director, Moral, Welfare and Recreation Division. Determine the necessity for releasing a M-L-S-R property report for item(s) suspected of being M-L-S-R from Nonappropriated Fund Activities (NAF).

c. The term "recovered" denotes property found regardless of what command reported the property missing, lost, or stolen. This includes, but is not limited to property found during the conduct of Replacement and Evaluation (R&E) Program or other supply/maintenance operations.

d. The unit identification codes (UIC) of the accountable command (AAC) are different for the Divisions listed above; therefore, each unit will be responsible for submission of report(s) as prescribed in reference (b) and enclosure (1) of this Order and independently of each other.

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k. GGG - Point of Contact. Indicate name and phone number of person to be contacted regarding the M-L-S-R report.

3. Reporting Format. (All other M-L-S-R Property.)

a. Navy

(1) DD Form 200 prepared for M-L-S-R government material (general).

(2) SF-364 prepared for M-L-S-R government material (general).

(3) SF-361 prepared for M-L-S-R government material (intransit).

b. Marine Corps. See reference (f).

4. M-L-S-R Report Routing

a. For Navy. Completed DD Form 200 and SF-364 shall be routed through the activity security officer who shall make the following entries:

(1) On DD Form 200 and SF-364 assign appropriate M-L-S-R accountability number in upper right-hand corner of report form.

(2) On DD Form 200, in Block 10, indicate the date of NIS notification on all M-L-S-R incidents involving theft or suspected theft. Indicate addressees in Block 18b and submit the DD Form 200 via the chain of command with one copy to each of the following:

Naval Weapons Support Center  
(Code 2052)  
Crane, IN 47522-5020

and

Chief of Naval Operations  
(OP-09N)  
Navy Department  
Washington, DC 20388-5024

(3) On the SF-364, in Block 12, indicate the date of NIS notification on all M-L-S-R incidents involving theft or suspected theft. Indicate addressees in Block 14 and submit one copy to each of the addressees above in the chain of command.

(4) On DD Form 200, indicate in Block 9 the word "STOLEN" below the "LOST" box if the item(s) meet the criteria.

ENCLOSURE (1)



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MISSING, LOST, STOLEN, OR RECOVERED (M-L-S-R) FORMATS  
AND PREPARATION GUIDE

1. Reporting Procedures

a. An INITIAL report will be submitted as soon as a loss is established. For items in stock where gain/loss is determined by inventory, INITIAL report should be submitted after causative research if required by reference (b). PENDING reports may be submitted to provide additional information prior to submission of a FINAL report. A FINAL report will be submitted upon completion of appropriate administrative, investigative, survey, and disciplinary action. A SUPPLEMENTAL report may be submitted to provide any additional pertinent information whenever a FINAL report has previously been submitted.

b. PENDING, FINAL, and SUPPLEMENTAL reports should reference the INITIAL and any other intervening reports submitted on the same incident by date time group or correspondence identification. These follow-on reports may be submitted by NAVGRAM unless seriousness of the incident requires message transmission.

c. Whenever an arms, ammunition, or explosive property item has been reported and is subsequently recovered by the reporting Command, an appropriate PENDING, FINAL, or SUPPLEMENTAL report must be submitted including circumstances of recovery. Such information is mandatory in order to remove the item from the NCIC system and to appropriately update the accountability data bases at Naval Weapons Support Center, Crane, Indiana (Navy Property) or Headquarters, U. S. Marine Corps (USMC Property). The subject of each PENDING, SUPPLEMENTAL, or FINAL report must be specified property, ammunition, arms or explosives.

d. USN/USMC Commands in receipt of recovered government property item(s) (from sources other than through official supply or procurement channels) for which they have not been responsible must submit INITIAL/FINAL Report in order that the recovered item may be checked against the NCIC and USN/USMC accountability data bases for correlation to any prior M-L-S-R Reports submitted by other Commands. If property item(s) recovered by one branch of the Department of the Navy (USN or USMC) are identified as belonging to the other branch, the M-L-S-R report should be submitted to the branch owning the property rather than to the reporting organization's headquarters.

e. Navy. M-L-S-R reports shall be submitted in the format prescribed as follows:

ENCLOSURE (1)